



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN, NEW DELHI-110001

F. No. 1-18/2017-Budget

Dated the 9.11.2017

**OFFICE MEMORANDUM**

The undersigned is directed to request the units of ICAR to furnish expenditure details, in the enclosed format, till the month of October, 2017. The detailed expenditure is required for the purpose of finalization of RE 2017-18 allocations of the units. The said information may be furnished till 13.11.2017 through e-mail at [budget.icar@gmail.com](mailto:budget.icar@gmail.com). In case, the above information is not received by the stipulated time, the RE 2017-18 proposals submitted by the units may not be considered.

  
(Sunita Arya)

Sr Finance & Accounts Officer (Budget)

**Distribution :-**

- i) All Directors of the Institutes
- ii) Shri Hans Raj DKMA for uploading on the website

Name of the Unit: \_\_\_\_\_

Name of the SMD \_\_\_\_\_

(Rs. In lakhs)

S. No.	Head	Other than NEH	NEH	TSP	Grand Total
	<b>Grants for creation of Capital Assets</b>				
<b>1</b>	<b>Works</b>				
	A. Land				
	B. Building				
	i. Office building				
	ii. Residential building				
	iii. Minor Works				
<b>2</b>	<b>Equipments</b>				
<b>3</b>	<b>Information Technology</b>				
<b>4</b>	<b>Library Books and Journals</b>				
<b>5</b>	<b>Vehicles &amp; Vessels</b>				
<b>6</b>	<b>Livestock</b>				
<b>7</b>	<b>Furniture &amp; fixtures</b>				
<b>8</b>	<b>Others</b>				
	<b>Total – CAPITAL (Grants for creation of</b>				
	<b>Grants in Aid - Salaries (REVENUE)</b>				
<b>1</b>	<b>Establishment Expenses</b>				
	Salaries				
	i. Establishment Charges				
	ii. Wages				
	iii. Overtime Allowance				
	<b>Total – Establishment Expenses (Grant in Aid</b>				
	<b>Grants in Aid - General (REVENUE)</b>				
<b>1</b>	<b>Pension &amp; Other Retirement Benefits</b>				
<b>2</b>	<b>Traveling Allowance</b>				
	A. Domestic TA / Transfer TA				
	B. Foreign TA				
	<b>Total – Traveling Allowance</b>				
<b>3</b>	<b>Research &amp; Operational Expenses</b>				
	A. Research Expenses				
	B. Operational Expenses				
	<b>Total - Research &amp; Operational Expenses</b>				
<b>4</b>	<b>Administrative Expenses</b>				
	A. Infrastructure				
	B. Communication				
	C. Repairs & Maintenance				
	i. Equipments, Vehicles & Others				
	ii. Office building				

(Rs. In lakhs)

S. No.	Head	Other than NEH	NEH	TSP	Grand Total
	iii. Residential building				
	iv. Minor Works				
	D. Others (excluding TA)				
	<b>Total - Administrative Expenses</b>				
<b>5</b>	<b>Miscellaneous Expenses</b>				
	A. HRD				
	B. Other Items (Fellowships, Scholarships etc.)				
	C. Publicity & Exhibitions				
	D. Guest House – Maintenance				
	E. Other Miscellaneous				
	<b>Total - Miscellaneous Expenses</b>				
	<b>Total Grants in Aid - General</b>				
	<b>Total Revenue (Grants in Aid - Salaries +</b>				
	<b>Grand Total (Capital + Revenue)</b>				